



U.S. Department
of Transportation

**Federal Aviation
Administration**

Office of Airport Planning
and Programming

800 Independence Ave., SW
Washington, DC 20591

February 2005

Dear Airport Official:

This letter serves as a reminder that calendar year 2004 all-cargo data are due to the Federal Aviation Administration (FAA) by March 31, 2005. Calendar year 2004 data will be used to determine the allocation of fiscal year 2006 Airport Improvement Program (AIP) cargo entitlement funds.

Please note that all-cargo reporting is limited to aircraft operations dedicated to the exclusive transportation of cargo. By submitting data contained on FAA Form 5100-108 (paper or electronic) you are certifying, under penalty of perjury, that the information provided is true, correct and complete to the best of your knowledge, information and belief. The four items listed below are enclosed for your use in compiling and reporting data:

- Enclosure 1 - reporting requirements and preferred formats
- Enclosure 2 - maximum landed weight by aircraft model
- Enclosure 3 - cargo carriers and codes
- Enclosure 4 - airport location identifiers for airports reporting cargo data.

If you are not already doing so, we encourage you to report your all-cargo data electronically. Approximately 75 percent of the airports submitting data are doing so electronically. Section IV of Enclosure 1 contains further guidance on electronic reporting. All of the enclosures, along with a downloadable Excel template, are posted online at: www.faa.gov/arp/planning/stats/.

If you have any questions or comments, please call Ms. Sharon Glasgow at (202) 267-8739 or e-mail her at sharon.glasgow@faa.gov.

Sincerely,

Robert W. Yatzeck
Manager, National Planning Division

4 Enclosures